SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

REQUEST FOR PROPOSAL 6045

TITLE: CAMPUS TECHNOLOGY MASTER PLAN

DATE: AUGUST 25, 2026

BUYER: CHARITY WOODS

EMAIL: cwoods@semo.edu

PHONE: (573) 651-2588

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: SEPTEMBER 22, 2026

TIME: 1:30 P.M.

DELIVERY INSTRUCTIONS

For USPS/FedEx/UPS, etc.
Proposals must be mailed to:
Purchasing Department

Southeast Missouri State University
One University Plaza, Mail Stop 3280
Cape Girardeau, MO 63701

OR delivered by offeror to:

Purchasing Department
Academic Hall Room 200F
Normal Avenue
Cape Girardeau, MO 63701

The notice of award is made subject to availability and appropriation of funds, as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.
Additionally, the authorized signer of this document certifies the contractor (named below) and each of its principles are not suspended or debarred by the federal government.

AUTHORIZED SIGNATURE	PRINTED NAME/TITLE	
COMPANY NAME		CURRENT DATE
MAILING ADDRESS		TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS	
DELIVERY DATE:_________DAYS ARO, FOB DESTINATION	PROMPT PAYMENT TERMS:_____% _____DAYS NET_____DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)		
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY		DATE

SOUTHEAST MISSOURI STATE UNIVERSITY
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INTRODUCTION AND BACKGROUND INFORMATION

Southeast Missouri State University (hereinafter referred to as "University" or "Southeast") is seeking proposals from qualified organizations to develop a campus technology master plan in accordance with the terms and conditions set forth herein.

1. INTRODUCTION

Established in 1873, Southeast Missouri State University is a comprehensive, four-year public university located in Southeast Missouri with satellite locations in Sikeston and Kennett. The University's main campus is in Cape Girardeau, Missouri, approximately 120 miles south of St. Louis, Missouri. As a multi-purpose institution, the University achieves its educational goals through the offering of degree programs and other learning experiences to its varied constituents. The University's community consists of approximately 9,000 students and 1,000 full and part-time faculty and staff. Additional information can be found on the University web page at www.semo.edu.

To assist vendors in their response to this RFP, we are providing general information about the Department of Information Technology and campus infrastructure in **Addendum A**.

2. PURPOSE AND OBJECTIVES

Southeast Missouri State University is requesting vendor proposals to develop a multi-year Campus Technology Master Plan. The plan will establish a framework for continuous improvement to address the following goals.

1. Modernizing, securing, and sustaining technology infrastructure
2. Improving institutional effectiveness through automation and innovation
3. Strengthening Cybersecurity and Risk Management
4. Providing professional development for effective and secure use of technology
5. Creating a data-informed institution through flexible and secure data access, reporting, and analytics
6. Establishing appropriate governance to support technology management, investments, and change management

7. Aligning technology goals, investments, and initiatives with the institutional strategic plan. SEMO Strategic Plan- Fearlessly Forward

3. **RFP AND PROJECT TIMELINE**

The University's anticipated time frame for this RFP process and project is as follows:

Issue RFP: August 25, 2026
RFP Closing Date: September 22, 2026
Estimated Contract Award Date: October 15, 2026
Draft IT Master Plan Deliver Date: April 1, 2027
Final IT Master Plan Deliver Date: May 1, 2027

**The University will consider an alternate timeline if such is in the best interest of the University and contributes to the ultimate success of this project.*

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SCOPE OF SERVICES

The contractor shall provide a campus technology master plan for Southeast Missouri State University that meets or exceeds the specifications listed herein. Offerors may propose additional tasks or services, if such will substantially improve the results of this project.

I. MANDATORY REQUIREMENTS

While technology is a critical component of campus services, and business operations, this plan will focus on the evaluation, improvement, and management of technology infrastructure that supports the campus, not the specific services or business operations themselves

1. The vendor may survey and interview campus units to assess the current state of the campus technology infrastructure. The Department of Information Technology will provide detailed information on campus infrastructure and operations as needed.

2. The vendor shall assess the complete lifecycle of the University's technology infrastructure, including network, wireless, servers, storage, cloud services, telecommunications, classroom technology, end-user devices, security technology, software platforms, integrations, and supporting facilities. The assessment shall identify asset age, condition, utilization, criticality, support status, remaining useful life, end-of-life and end-of-support dates, technical debt, security exposure, and dependencies. The vendor shall recommend lifecycle standards and develop a prioritized five-year replacement and modernization schedule, including estimated costs, staffing implications, procurement lead times, implementation dependencies, and recommended annual funding levels.

3. The contractor working with Information Technology shall develop a vision statement, guiding principles, and measurable goals for guiding future campus technology initiatives and services that align with the institutional strategic plan.

4. The contractor shall recommend a five-year roadmap that addresses identified weaknesses and risks in the current IT infrastructure, services and operations to include staffing and budget resources. The five-year plan will also identify opportunities to innovate.

II. MANDATORY REPORT DELIVERABLES

Deliverables provided by the vendor should address the goals stated in this RFP.

1. The contractor shall present its findings, methodology, and initial plan to campus

leadership on or before April 1, 2027, allowing for feedback and discussion before a finalized plan is submitted.

2. The contractor shall deliver the final plan on or before May 1, 2027.

3. The reports shall be arranged in the following format:

- Executive Summary

- Current State of Technology to include maturity scorecard, SWOT analysis, and/or GAP analysis

- Stakeholder Findings (results of surveys, interviews, and/or focus groups) to include documented common themes, areas of concern, pain points, and/or opportunities.

- Recommended future-state technology strategies/directions

- IT Campus Master Plan
    - Technology Vision and Guiding Principles

    - Recommended Strategic Technology Goals
        - Objectives
        - Success measures (KPIs)

    - Technology Governance framework to support continuous improvement and accountability

    - Five -year technology lifecycle and capital replacement plan that includes an asset-category inventory, lifecycle assumptions, condition and risk ratings, replacement year, estimated cost, funding source or funding strategy, dependencies, and responsible unit. The plan shall distinguish between routine replacement, modernization, expansion, compliance-related investment, and urgent risk remediation.

GENERAL CONTRACTUAL REQUIREMENTS

This portion of the RFP pertains to the offeror selected for final contract award (“contractor”).

1. The contract shall not bind, nor purport to bind, the University for any contractual commitment in excess of the service(s) specified in the Notice of Contract Award.

2. The contract between the University and the contractor shall consist of: (1) The solicitation and any amendments there to, and (2) the contractor's response to the solicitation. The University reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the solicitation or the contractor's response. In all other matters not affected by the written clarification, if any, the solicitation shall govern.

3. All fees and charges shall be as specifically provided for by this document. The University shall not pay nor be liable for any other costs. The contractor shall not be allowed any additional compensation for any matter of which the contractor might have fully informed itself prior to the closing date of the Request for Proposal.

3.1 Payment for all goods and services required herein shall be made after the successful completion of the requirements as set forth in the contract and/or subsequent purchase order. The University will consider milestone billing based upon the various tasks required of this project. The contractor shall submit an original invoice. Payment will be made upon submittal of the invoice on a Net 30 basis unless discount terms are offered.

3.2 In the event the Scope of Services is revised by the University, additional compensation shall be considered and negotiated at that time.

4. Unless otherwise specified herein, the contractor shall be responsible for furnishing all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

5. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by the University. The sole relationship between the University and the contractor is as established by this contract. The contractor acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save, and hold the University, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the contractor will provide the University evidence of compliance with these requirements.

6. The contractor shall fully coordinate its activities in the performance of the contract

with those of the University.

7. In accordance with all applicable provisions of the Revised Statutes of the State of Missouri, no official or employee of the University or its governing body and no other public official of the State of Missouri who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Scope of Work covered by the contract shall voluntarily acquire any personal interest, directly or indirectly, in the contract.

8. The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the University may secure identical and/or similar services from other sources.

9. The contractor shall indemnify, defend and hold harmless the Board of Governors of the University, as well as the University's officers, agents, and employees, from and against all claims, loss or expenses from any cause of action arising from or incidental to the contractor's performance of the contractual requirements herein. The contractor agrees to reimburse the University for any such loss, damage or claim, including its attorney's fees. The contractor agrees to have in effect, throughout the duration of the contract, liability insurance coverage of the contractor for its acts, failure to act, or negligence, arising out of or caused by the activity which is the subject of the contract, in the form(s) and amount(s) sufficient to protect the University, its officers, agents, and employees, and the general public against any such loss, damage, and/or expense related to his/her performance under the contract. The insurance shall include an endorsement that adds the University as an additional insured.

10. The contractor shall not be responsible for any injury or damage occurring because of any negligent act or omission committed by the University, including its Board of Governors, agencies, employees, and assigns.

11. The University reserves the right to terminate the contract at any time, for the convenience of the University, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services delivered to and accepted by the University pursuant to the contract prior to the effective date of termination.

12. Inasmuch as under the contract the contractor may acquire confidential information, the contractor agrees to use such information only for the sole benefit of the University and to keep confidential such information, as well as all information developed in the conduct of the work contracted for, including information disclosed by the University to the contractor or any other person engaged in the contracted work.

13. All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the University. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the University.

14. In connection with services provided under the contract, the contractor agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Employment Opportunity Act, and all other applicable federal and state laws,

regulations, and executive orders to the extent that the same may be applicable.

15. ANTI-DISCRIMINATION AGAINST ISRAEL CERTIFICATION: By submitting and signing a proposal, the contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel, companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel, or persons or entities doing business in the State of Israel as defined by Section 34.600 RSMo. This certification shall not apply to contracts with a total potential value of less than One Hundred Thousand Dollars ($100,000) or to contractors with fewer than ten (10) employees.

16. Authorized Personnel: The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

16.1 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the University has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.

16.2 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

16.3 If the contractor meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then the contractor shall, prior to the performance of any services as a business entity under the contract:

- Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide to the University the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
- Submit to the University a completed, notarized Affidavit of Work Authorization provided in the attachment titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

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OFFEROR'S INFORMATION

This portion of the RFP pertains to any interested party which wishes to be provided an opportunity to submit a proposal.

1. Southeast currently issues all solicitations via the University's website at https://semo.edu/finance-admin/vendors.html. In addition to the original solicitation document, all amendments (if any) and all questions and answers received during the solicitation process will be posted to the website. Please note that it is the offeror's sole responsibility to check the website to obtain any additional information posted for the RFP. Additionally, the University will update the website upon award.

2. SUBMISSION OF PROPOSALS: Proposals must be priced, signed, and returned (with all necessary attachments) to the Purchasing Department by the specified closing date and time. The signed RFP cover sheet and signed cover sheets for any amendments, if applicable, should be placed at the beginning of the offeror's package.

   2.1 The University only requests copies of any pages completed by the offeror and any additional pages added by the offeror. Copies of the original Request for Proposal package or any attachments thereto are not needed.

   2.2 In addition to one (1) physical copy, the offeror should include one (1) complete USB flash drive copy of the proposal for distribution to the appropriate evaluation personnel.

   2.3 The offeror is cautioned that it is the offeror's sole responsibility to submit all necessary information.

3. Proposal openings are public on the opening date and at the opening time specified on the RFP cover sheet. However, only the names of the respondents shall be read at the proposal opening. The contents of the responses, including prices, shall not be disclosed at the public opening.

   3.1 Once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any interested person or organization. Therefore, an offeror shall not request that any part of the proposal response be treated as confidential or proprietary information.

4. Any offeror with questions should contact Charity Woods, Buyer, at (573) 651- 2588 or via email at cwoods@semo.edu. All offerors and/or anyone else acting on their behalf must direct all of their questions or comments regarding the RFP, evaluation, etc., to the Purchasing Department.

   4.1 It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications, or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. The offeror must submit such in writing no later than seven calendar days prior to the RFP opening date via email to cwoods@semo.edu.

5. If the offeror requires the University to execute some type of contract, agreement, etc., in addition to this Request for Proposal, the offeror must submit an exact replica of such with the original proposal. However, such agreements must not amend, contradict, or delete any terms, conditions, and/or requirements set forth in or referenced in this RFP and any amendment or attachment thereto. Failure to submit such agreements with the original proposal but requires the execution of such at a later date may result in the rejection of the offeror's proposal.

6. W-9 Form: Vendors doing business with Southeast Missouri State University must ensure a W-9 form is on file prior to contract award. Vendors may access the current W-9 form at https://www.irs.gov/pub/irs-pdf/fw9.pdf. The completed W-9 form may be submitted with the proposal.

7. **EVALUATION CRITERIA**: The award of a contract resulting from the RFP shall be based on the best proposal received in accordance with the evaluation criteria shown below. Failure to provide adequate information for evaluation of the criteria listed below may result in minimal subjective consideration and/or in rejection of the offeror’s proposal package.

   7.1 Cost 50%

   7.2 Offeror’s Experience 30%

   7.3 Proposed Method of Performance 20%

8. **COST**: The offeror must provide total guaranteed not-to-exceed pricing, including all costs associated with developing the campus technology master plan. The offeror shall not be entitled to any other form of payment. The cost proposal must specifically address the following:

   8.1 What is included in your pricing model.

   8.2 Break out expenses based on the different phases of your project plan.

   8.3 Describe one- time and recurring fees, how the fees are assessed, and billing cycles.

9. **OFFEROR’S EXPERIENCE:** The offeror’s experience will be considered in the evaluation process. Therefore, the offeror is advised to submit a narrative that addresses the following:

   9.1 The offeror should submit an executive summary that includes the age of the firm, size of staff, and number of clients, highlighting successful projects, especially those performances related to activities similar to the requirements of this RFP or higher education.

   9.2 The offeror should submit at least three (3) references from relevant projects of similar scope and complexity. The offeror may utilize **Attachment 1** to provide this information.

   9.3 The offeror shall provide profiles on all staff who will lead and support this initiative.

   9.4 The offeror shall provide an example of a developed IT Master Plan.

10. **PROPOSED METHOD OF PERFORMANCE**: The offeror's distinctive plan for performing the requirements of the RFP will be considered. Therefore, the offeror should present a written narrative which clearly and concisely states the method or manner by which the offeror approaches projects listed within the Scope of Services, including but not limited to:

    10.1 Identify the primary client contact

    10.2 Include the proposed methodology to assess current IT infrastructure and its ability to support a modern institution of higher education as well as the goals of the institutional strategic plan

    10.3 Include the proposed method to engage the campus community as part of the assessment report

    10.4 If the proposal includes services beyond those outlined in the RFP, these must be detailed in the proposal

    10.5 Projected timeline to include important project milestones

    10.6 List any required information or tasks for which the university must provide or complete.

11. EVALUATION PROCESS: After initially reviewing all proposals received, the University reserves the right to contact one, some, or all offerors to clarify or verify the proposal(s) and to develop a comprehensive assessment of the proposal(s). The University may request one, some, or all offerors to make an online presentation to assist the University in developing a comprehensive assessment of the proposal(s).

    However, the offeror must not assume this will occur and must therefore present as comprehensive a proposal package as possible. The University reserves the right to evaluate the offeror's proposal without requesting any additional information. Failure to submit all-inclusive information may cause an adverse impact on the evaluation of the offeror's proposal.

    11.1 The University reserves the right to request any missing proposal document if no competitive advantage will be realized.

12. **Attachment 2** - Vendor Information: It is the intent of Southeast Missouri State University to seek and solicit vendor participation from certified minority, women, Missouri service-disabled veteran owned businesses, and blind/sheltered workshops. Therefore, the offeror is requested to complete and return Attachment 2 with the proposal response. Completion of this Attachment does not affect contract award.

13. **Attachment 3** - Affidavit of Work Authorization and Documentation: Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo definition of a "business entity" (http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete applicable portions of Attachment 3, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Attachment 3 must be submitted prior to contract award.

14. By signature on the Request for Proposal cover sheet, the offeror affirms that all pricing information is submitted in accordance with the terms and conditions of Request for Proposal 6045.

15. The attached Terms and Conditions, Request for Proposal (revised 08/27/19), are hereby incorporated. Offeror's terms and conditions which conflict with this Request for Proposal

and/or the attached Terms and Conditions could result in rejection of the offeror's proposal.

16. Although an attempt has been made to provide accurate and up-to-date information, the University does not warrant or represent the information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

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ADDENDUM A

Department of Information Technology

Information Technology is charged with the purchase, implementation, support, and effective use of a broad range of technologies supporting the mission of the University. The Department of Information Technology also works closely with the Center for Teaching and Learning to support the campus Learning Management System, Canvas. The campus portal system, http://my.semo.edu/ is also managed by IT. Southeast Missouri State University employs Microsoft 365 to provide the Microsoft product suite (Word, Excel, Access, PowerPoint) for faculty, staff, and students. This includes access to online versions of Microsoft products as well as MS Teams for collaboration and MS OneDrive for online storage.

- Campus infrastructure includes Avaya phone systems (1,760 extensions), campus network (250 network switches (Dell and Extreme) and 1,600 Extreme wireless access points) supporting approximately 68 campus buildings, and the campus data center housing 30 physical servers and over 200 virtual servers (Dell VXRails) using approximately 150 TB of data storage.
- Campus business systems. IT provides support for the enterprise resource processing (ERP) system, Ellucian Banner, as well as numerous business applications hosted either on-premises or in the cloud (see 3rd party software below).
- Software licensing for business, academic and general use. This includes our campus Microsoft agreement, Ellucian Banner and numerous other software applications for both the academic and business needs across campus.
- Campus data. IT manages the collection of and access to campus data in a data repository primarily pulled from Banner. The repository is updated nightly. IT is also responsible for the movement of data between disparate applications. Oracle and Microsoft SQL Server are the primary databases used on campus. Recently IT and IR (Institutional Research) have developed a new data warehouse in the cloud using Snowflake technology in MS Azure.
- Classroom technology supports teaching and learning in over 200 campus classrooms. This technology includes computers, projectors, displays, and increasing technology for audio and video supporting online learning. IT also supports remote learning at our campuses in Sikeston and Kennett using Zoom Room technology, 23 fully automated classrooms and 43 Zoom ready classrooms. See Article - Zoom Rooms and Zoom Ready R... for additional information.
- Three general purpose computer labs with approximately 150 computers. We also provide maintenance for numerous academic labs across campus comprising another 800 computers.
- Over 400 security cameras across campus and 20 video recorders providing real

time monitoring and playback via a separate campus fiber network.

- Support and upgrade computers for approximately 1,500 faculty and staff on campus.

IT Help Desk

The Help Desk provides a single contact point for students, faculty, and staff to direct questions and report problems regarding supported software and hardware. In response, the Help Desk will attempt to resolve reported issues, assist the user in maximizing his/her use of applications or equipment, or distribute a work order to the appropriate Information Technology staff. The Help Desk will provide notification of trends and situations to assist the Information Technology department in maintaining high levels of service to the campus user community. IT uses TeamDynamix as its ticketing and inventory system – https://it.semo.edu/.

Phone: 573.651.4357

Email: helpdesk@semo.edu - Limited Email Support is available 24 hours / day:

Current locations and hours are as follows:

1. **Memorial Hall Room 107** (primary location)
   Monday-Friday: 8:00am – 5:00pm

2. **Towers Complex 108** -
   Sunday-Wednesday: 5:00pm–9:00pm
   Thursday: 6:30pm–9:00pm

General Computer Labs

IT User Services operates three open computer labs on campus with a total of over 150 computers. The open computer labs are distributed across the main campus. These facilities are connected through network services and are dedicated to academic endeavors. The labs are open to all students, faculty, and staff with valid Southeast identification.

Current locations and hours are as follows:

1. Kent Information Commons 3rd Floor	Monday - Thursday: 7:30am – 11:00pm Friday: 7:30am-6:00pm Saturday: 12:00pm-5:00pm Sunday: 1:00pm-11:00pm
2. Magill Hall Room 118	Monday-Thursday: 8:00am-6:00pm Friday: 8:00am-4:00pm Saturday-Sunday: closed
3. Towers Complex Room 110	Monday-Thursday: 7:00am-12:00am Friday: 7:00am-7:00pm Saturday: 1:00pm-5:00pm Sunday: 2:00pm-12:00am

All scanners in the computer labs have access to Adobe Creative Cloud. This package includes access to Adobe Photoshop, Illustrator, and Acrobat. A full list of software available in these labs can be found at [Article - Computer Lab Software (semo.edu).]

Furthermore, Towers 110 and Magill 118 have Bring Your Own Device Stations. These stations include a power strip to plug in your device, a monitor and docking station to connect your laptop. Additionally, students can check out a BYOD box that has USB cables for any connections, a webcam, and headphones.

Computer labs have desktop computers, two monitors, scanners, and both black & white and color printers available.

Remote Labs

To help students have access to campus software located in the IT computer labs, the SEMO IT Department has integrated virtual lab technology to remotely access the IT computer labs. Students who are on or off campus and want to remotely access an IT Computer lab can follow the [Windows & Mac or Chromebook guide].

Academic Computer Labs

In addition to the general computer labs, many departments manage computer labs with specialized software, hardware, and hours for their programs. The Department of Information Technology assists with the continuous support of these computer labs.

Classrooms

The Department of Information Technology supports around 200 classrooms on four different campuses.

Standard Classroom Setup

In a typical standard classroom, we have a ceiling mounted projector, motorized projection screen, ceiling mounted speakers, amplifier, instructor pc with dual monitors, a wired connection for a laptop, and an input switcher/selector to support a BYOD device. Most classrooms include a document camera.

There is an HDMI auto switcher that automatically switches to a laptop or other device when connected to the provided spare HDMI cable. Once the newly connected device is disconnected, the device input is automatically reverted to the instructor pc. The projection screens are a 16:9 or 16:10 aspect ratio to accommodate the HD picture. The document cameras are connected to the instructor pc via a USB cable to allow the image to be viewed on the computer via the manufacturer's software. The projectors are laser projectors with the ability to display 1080p HD video, they have no serviceable parts and are designed to last somewhere around 20,000 hours.

The instructor computers are kept in the same replacement cycle as the other computers on campus, which is every 6 years. Projectors, switcher/selectors, and document cameras kept on an 8-to-10-year replacement cycle. Ceiling speakers and amps are replaced on an as needed basis.

Zoom Classrooms

Southeast has made several investments in classroom technologies that facilitate remote and online teaching. Zoom is an audio-conferencing platform that is used to connect remote locations and learners to live classroom lectures and activities. Zoom integrates with the campus LMS, Canvas, and allows instructors to schedule classroom sessions and record lectures.

We have 23 classrooms on the main campus as well as the Sikeston, and Kennett campuses that have Zoom Room technology. Each Zoom room has both an instructor and student view camera and ceiling microphones. The microphones are always on, and the default camera view is on the student audience. There is a touch screen controller in each room that controls the zoom session and integrates the audio, video, and presentation materials. Each room has front and back displays for showing remote locations and presentation materials. The Zoom Room controller is also used to schedule locations for classroom instruction. Information Technology schedules the different locations each semester based on the instruction schedule set in Banner. Zoom Room technology uses these schedules to automatically start and stop zoom sessions for remote instruction and to automatically record the sessions in the Zoom cloud. These rooms are set up for students at remote locations to attend a class without an instructor present; the class will automatically start and connect to the instructor site.

Classroom sessions are automatically recorded in the Zoom cloud under the instructor's zoom account. Instructors can view these schedules in Zoom; import schedules into their Canvas course/calendar; set up virtual office hours; and share recordings.

Instructors can also share content from an iPad or other device. Classrooms are also equipped with a Document Camera (Elmo) that can be used to share dynamic content.

In addition to Zoom Rooms, there are around 43 classrooms on campus that are Zoom Ready. Zoom Ready Rooms are equipped with a high-end instructor camera and ceiling microphones, but do not have the Zoom Room technology for scheduling and automatically starting and ending classes. These rooms are primarily used for originating online instruction. Instructors will use the classroom Tech Pack computer to login to Zoom and start a remote session. If the instructor can start the online session from within Zoom or from Canvas if they have imported their Zoom schedule.

For more information on Zoom see Article - Zoom Rooms and Zoom Ready Rooms.

Maintenance and Upgrades

The Department of Information Technology manages several funds to keep systems current, and software licensed. Each of these funds is budgeted to maintain a hardware lifecycle. Funds include

- General Computer Labs
- Classroom Technology
- Academic Software
- University Computer Replacement Cycle
- University Business Software
- Academic Labs

IT Policies

Southeast Missouri State University implemented various Information Technology policies, with most approved policies focused on enhancing the university's security posture. Southeast's current list of approved policies are included in Business Policy & Procedures (semo.edu) , Sections 10-1 through 10-20.

IT Security

Southeast has established a campus-wide security program predicated on "Defense in Depth," the university implemented a security program including end-point security with Microsoft Defender augmented with the visibility provided by Lansweeper. In addition, Southeast's enhanced posture includes Microsoft 365 security tools for security incidents and threat hunting, phishing, and malware remediation tools.

Southeast uses the Elasticsearch-based Wazuh as a SIEM (Security Information and Event Monitoring) for centralized log collection and integrity monitoring. Wazuh allows monitoring for suspicious activity, such as password spray attempts, SSH/Telnet brute force attacks, SQL Injection attacks, changes in system files, and unexpected installed services.

Further, Southeast implemented a vulnerability management program. This program is maintained using the Tenable Nessus vulnerability scanner for scans internal to the Southeast network. Nessus has been one of the most trusted vulnerability scanners for almost two decades. In addition to using Nessus, Southeast takes advantage of extensive external vulnerability scans conducted by CISA (Cybersecurity and Infrastructure Security Agency), a component of Homeland Security. Results of vulnerability scanning are shared with appropriate staff each week, and monthly vulnerability management meetings provide discussion on remediation methods. Southeast is also taking advantage of other CISA-offered services for enhanced security, including Web Application Vulnerability scanning and automated phishing campaigns for user awareness training.

Southeast provides various Information Security awareness options, including monthly Information Security committee meetings with a diverse cross-section of the campus. In addition, sessions specific to the changes and challenges of PCI and HIPAA compliance are conducted roughly twice annually.

All Southeast accounts for faculty, staff and students require multi-factor authentication (MFA).

Cybersecurity training is provided by SANS and hosted on the LITMOS platform.

Software Systems

Information Technology supports the implementation, configuration and use of several business systems across campus to include the following. A growing responsibility in IT is the data integration required between several of these systems.

Ellucian

- Automic – Job Scheduler
- Banner Document Management Integration Component
- Banner Faculty and Advisor Self-Service Advantage
- Banner Finance
- Banner Finance Self-Service
- Banner Financial Aid
- Banner Financial Aid Self-Service
- Banner Student
- Banner Student Self-Service
- Degree Works
- Degree Works Transfer Equivalency
- Electronic Data Interchange
- Ellucian International
- Banner Document Management Suite (Open Text)
- Banner Employee Self-Service
- Banner Human Resources
- Travel & Expense Mgmt by Chrome River

Education

- Canvas – our learning management system.
- SPSS – Statistics
- Respondus – secure assessments
- Adobe (computer labs and faculty/staff accounts)
- AVID Software – multimedia programs (one lab in Grauel)
- ESRI ArcGIS
- Smartshield – computer labs
- SmartEvals – student survey
- PowerBi – Microsoft license for data visualization

Information Technology

- Avaya – phone system
- Axiom – data integration – for Element 451
- Alteryx – data integration – for EDW
- Snowflake – enterprise data warehouse (EDW)
- TeamDynamix – Ticketing System
- Element Four – Campus backup services
- VMware – Virtualization for server management

- LanSweeper – Asset Management

Other systems in use include:

- College Scheduler – Supports student registration.
- Blackbaud – Alumni and Advancement
- Element 451 – Student recruitment
- EAB Starfish – SupportNet (Advising)
- Maxient – Support Student Conduct Case Management
- Visual Zen – supports New Student Programs
- Dual Enroll – supports HS enrollments.
- Pathify – our portal system (my.semo.edu)
- Transact – payment processing.
- Accruent EMS – supports event management.
- Evisions – Intellecheck and FormFusion
- Kuali – Workflow management.
- Microsoft 365 – campus Microsoft products (Office suite, Teams, OneDrive,
- Zoom – Video Conferencing (primarily for instruction)
- ONESOURCE NRA International Tax Navigator
- TMA – Facilities Management
- UniPrint – campus and student printing
- AIMS – Campus Parking
- StarRez – Housing
- Everbridge – Emergency Alerts
- eTranscripts – Student Clearinghouse
- Handshake – Career Services
- Presence – Campus Student Clubs and Organizations
- Titanium – Counseling Services

SOUTHEAST MISSOURI STATE UNIVERSITY
CAMPUS TECHNOLOGY MASTER PLAN
REQUEST FOR PROPOSAL 6045

ATTACHMENT 1
OFFEROR'S EXPERIENCE

The offeror should provide three (3) references as requested on page 10, item 9.2 of RFP 6045.

Organization Name ______________________________

Contact Person ______________________________

E-mail Address ______________________________

Address ______________________________

Telephone No. ______________________________

Brief Description ______________________________

____

Organization Name ______________________________

Contact Person ______________________________

E-mail Address ______________________________

Address ______________________________

Telephone No. ______________________________

Brief Description ______________________________

____

Organization Name ______________________________

Contact Person ______________________________

E-mail Address ______________________________

Address ______________________________

Telephone No. ______________________________

Brief Description ______________________________

____

ATTACHMENT 2
VENDOR INFORMATION

It is the intent of Southeast Missouri State University to seek and solicit vendor participation from certified minority, women, Missouri service-disabled veteran owned businesses, and blind/sheltered workshops. Please complete the applicable sections of this form and return with your bid or proposal response. Completion of the following information does not affect purchase order/contract award.

SECTION I

BUSINESS TYPE

- ☐ A. Small, Minority, Missouri
- ☐ B. Small, Non-Minority, Missouri
- ☐ C. Small, Minority, Non-Missouri
- ☐ D. Small, Non-Minority, Non-Missouri
- ☐ E. Large, Minority Missouri
- ☐ F. Large, Non-Minority, Missouri
- ☐ G. Large, Minority, Non-Missouri
- ☐ H. Large, Non-Minority, Non-Missouri
- ☐ I. Female-Owned Business
- ☐ J. Unable to Classify

DEFINITIONS:

Small: An organization with less than 500 employees.

Large: An organization with greater than 500 employees.

Minority: An organization that has been (1) certified socially and economically disadvantaged by the Small Business Administration, (2) certified as a minority business enterprise by a state or federal agency, or (3) is an independent business concern that is 51% owned and controlled by a minority group member including:

- Black American
- Hispanic American with origins from Puerto Rico, Mexico, Cuba, South or Central America
- Native Indian, Eskimo, or Native Hawaiian
- Asian Pacific American with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, northern Marianas, Laos, Cambodia, Taiwan, or the Indian Subcontinent

Non-Minority: An organization that does not satisfy the criteria listed above for Minority.

Missouri: An organization whose state of incorporation is in Missouri, or if not incorporated whose principal place of business is in Missouri.

Non-Missouri: An organization whose state of incorporation is not in Missouri, or if not incorporated whose principal place of business is located outside Missouri.

For example: An organization having 50 employees, owned by a Black American, and whose general mailing address is Tampa, Florida would be classified as:

0 Small, Minority, Non-Missouri

SECTION II

SERVICE-DISABLED VETERAN STATUS

Service-Disabled Veteran (SDV): Any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business Enterprise (SDVE)**:** a business concern

- not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans OR, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; AND
- the management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the standards of a qualified SDVE as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, please provide the following:

- a copy of an award letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); AND
- a completed copy of this section

By signing below, I certify that I meet the standards of a SDVE as defined in section 34.074, RSMo, and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

______________________________ Service-Disabled Veteran's Name (Please Print)	______________________________ Service-Disabled Veteran Business Name
______________________________ Service-Disabled Veteran's Signature	______________________________ ______________________________ MO Address of Service-Disabled Veteran Business

SECTION III

BLIND OR SHELTERED WORKSHOP

Indicate appropriate business classification (s):

__________ Organization for the Blind __________ Sheltered Workshop

Organization Name: ____

Organization Address: ____

____

Organization Contact Name: ____________________________________

Email Address: ____

Phone Number: ____

Certification Number: ____
(or attach a copy of certificate)

Certification Expiration Date: __________________________________

____________________________________ ____________________
Authorization Signature of Participating Organization (Organization of the Blind or Sheltered Workshop) Date

ATTACHMENT 3
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:
The bidder must certify their current business status by completing either Box A or Box B on this Attachment.

BOX A: To be completed by a non-business entity as defined below.
BOX B: To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at https://www.e-verify.gov/.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "**business entity**" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "**business entity**" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "**business entity**" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that ______________________ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ I am a self-employed individual with no employees; **OR**
- ☐ The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if ______________________ (Company/Individual Name) is awarded a contract for the services requested herein under _________________ (IFB/RFP/RFQ number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, ______________________ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Southeast Missouri State University with all documentation required in Box B of this attachment.

______________________________	______________________________
Authorized Representative's Name (Please Print)	**Authorized Representative's Signature**
______________________________	______________________________
Company Name (if applicable)	**Date**

ATTACHMENT 3 continued

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____________________ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

______________________________ **Authorized Business Entity Representative's Name (Please Print)**	______________________________ **Authorized Business Entity Representative's Signature**
______________________________ **Business Entity Name**	______________________________ **Date**
______________________________ **E-Mail Address**	

As a business entity, the bidder/offeror/contractor must perform/provide each of the following. The bidder/offeror/contractor should check each to verify completion/submission of all of the following:

☐ Enroll and participate in the E-Verify federal work authorization program (Website: https://www.e-verify.gov/; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

☐ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/offeror's name and the MOU signature page completed and signed, at minimum, by the bidder/offeror and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/offeror's name and company ID, then no additional pages of the MOU must be submitted.; AND

☐ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Attachment.

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/offeror who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now ______________________ (Name of Business Entity Authorized Representative) as ___________________ (Position/Title) first being duly sworn on my oath, affirm _________________________ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the University for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that ______________________ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

________________________________	________________________________
Authorized Representative's Signature	**Printed Name**
________________________________	________________________________
Title	**Date**
________________________________	
E-Mail Address	

Subscribed and sworn to before me this _____________ (DAY) of ___________________ (MONTH, YEAR). I am commissioned as a notary public within the County of ________________ (NAME OF COUNTY), State of ______________________ (NAME OF STATE), and my commission expires on ________________ (DATE).

________________________________	________________________________
Signature of Notary	**Date**

SOUTHEAST MISSOURI STATE UNIVERSITY
TERMS AND CONDITIONS
REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply:

a. **Amendment** means a written, official modification to an RFP or to a contract.
b. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications and which the offeror should complete and submit with the sealed proposal prior to the specified opening date and time.
c. **Buyer** means the procurement staff member of the Purchasing Department. The **Contact Person** as referenced herein is usually the Buyer.
d. **Contract** means a legal and binding agreement between two or more competent parties, in exchange for consideration, for the procurement of equipment, supplies, and/or services.
e. **Contractor** means a person or organization who is a successful offeror as a result of an RFP and who enters into a contract.
f. **May** means that a certain feature, component, or action is permissible, but not required.
g. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive and not evaluated nor considered for contract award.
h. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
i. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal opening date and time.
j. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required for the physical receipt of sealed proposals in the Purchasing Department.
k. **Request for Proposal (RFP)** means the solicitation document issued by the Purchasing Department to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Attachments, and Amendments thereto.
l. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri.
m. **Shall** has the same meaning as the word must.
n. **Should** means that a certain feature, component and/or action is desirable but not mandatory.
o. **University and/or Southeast** means Southeast Missouri State University.

2. APPLICABLE LAWS, REGULATIONS, AND POLICIES

a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the University.
c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
d. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cape Girardeau County, Missouri.
e. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
f. The contractor shall comply with the University's Tobacco Usage in the Workplace Policy. The University is a smoke-free, tobacco-free campus. Therefore, smoking and using tobacco products (both indoors and outdoors) is prohibited on University property and in University vehicles.
g. The contractor shall never have been terminated from a contract under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or have been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been convicted of, or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the Purchasing Department. Such communication should be received at least seven (7) calendar days prior to the official proposal opening date.

b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received less than seven (7) calendar days prior to the RFP opening date may not be answered.

c. Offerors are cautioned that the only official position of the University is that which is issued by the Purchasing Department in the form of the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

d. Southeast monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.

e. The RFP and any Amendments are available for viewing and printing from the University's website. Registered offerors may be electronically notified of the proposal opportunity based on the information maintained in the University's vendor database.

f. The University reserves the right to officially amend or cancel an RFP after issuance. E-mail notification of the amendment or cancellation will not be issued.

4. PREPARATION OF PROPOSALS

a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at offeror's risk.

b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.

c. Unless otherwise specifically stated in the RFP, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements, and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.

d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.

e. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.

f. Prices shall include all packing, handling and shipping charges and must be stated FOB destination, unless otherwise specified in the RFP.

g. Proposals, including all prices therein, shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, the entire proposal, including all prices, shall be firm for the specified contract period.

h. Any foreign offeror not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

5. SUBMISSION OF PROPOSALS

a. All proposals must (1) be signed by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, (3) be priced as required, (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered to the Purchasing Department and officially clocked in no later than the exact opening time and date specified in the RFP.

b. Mailed proposals should be clearly marked on the outermost envelope with (1) the official RFP number, and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.

c. A proposal which has been delivered to the Purchasing Department may be modified by signed, written notice which has been received by the Purchasing Department prior to the official opening date and time specified. A proposal may also be modified in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, telegraphic, email, or faxed requests to modify a proposal shall not be honored.

d. A proposal which has been delivered to the Purchasing Department may only be withdrawn by a signed, written notice or facsimile which has been received by the Purchasing Department prior to the official opening date and time specified. A proposal may also be withdrawn in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or e-mail requests to withdraw a proposal shall not be honored.

e. Offerors must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto, in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.
f. Faxed proposals shall not be accepted. However, faxed and e-mailed no-bid notifications shall be accepted.

6. PROPOSAL OPENING

a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. The contents of the responses shall not be disclosed at that time.
b. Proposals which are not received in the Purchasing Department prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Under extraordinary circumstances, the Purchasing Department may authorize the opening of a late proposal. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: (1) University offices were closed due to inclement weather conditions or other unforeseen reasons, and (2) postal or courier services were delayed due to labor strikes or unforeseen “Acts of God”.

7. EVALUATION/AWARD

a. Any clerical error, apparent on its face, may be corrected by the Purchasing Department before contract award. Upon discovering an apparent clerical error, the buyer shall contact the offeror and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are (1) misplacement of a decimal point, and (2) obvious mistake in designation of unit.
b. Any pricing information submitted by an offeror shall be subject to evaluation if deemed to be in the best interest of the University.
c. The offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the University. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the University.
d. Award shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP, (2) is the lowest or best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations, and (3) complies with Executive Order 04-09.
e. In the event all offerors fail to meet the same mandatory requirement in the RFP, the University reserves the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, the University reserves the right to waive any minor irregularity or technicality found in any individual proposal.
f. The University reserves the right to reject any and all proposals. When all proposals are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, the University may negotiate for the required supplies.
g. When evaluating a proposal, the University reserves the right to consider relevant information and fact, whether gained from a proposal, from an offeror, from offeror's references, or from any other source.
h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
i. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
j. Any award of a contract shall be made by notification from the Purchasing Department to the successful offeror. The Purchasing Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Purchasing Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the University.
k. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
l. The Purchasing Department reserves the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
m. The final determination of contract award shall be made by the Purchasing Department.
n. The Purchasing Department’s website will be updated upon contract award for offerors to view for a reasonable period of time.
o. Any proposal award protest must be submitted in writing and must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (12). A protest submitted after the ten (10) business day period shall not be considered.

8. CONTRACT/PURCHASE ORDER

a. By submitting a proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
b. A binding contract shall consist of (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and

(4) University's acceptance of the proposal by "notice of award" or by "purchase order." All Attachments included in the RFP shall be incorporated into the contract by reference.

c. A notice of award issued by the University does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the University, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the University.

d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Purchasing Department or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

9. INVOICING AND PAYMENT

a. The University does not pay state or federal taxes unless otherwise required under law or regulation. The University's Missouri sales tax exemption number is 10124128.

b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the University.

d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.

e. The University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the University's rejection and shall be returned at the contractor's expense.

f. All invoices for equipment, supplies, and/or services purchased by the University shall be subject to late payment charges as provided in Section 34.055 RSMo.

10. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

11. INSPECTION AND ACCEPTANCE

a. No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had reasonable opportunity to inspect said equipment, supplies, and/or services.

b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

c. The University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.

d. The University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

12. WARRANTY

a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for said equipment, supplies, and/or services.

13. CONFLICT OF INTEREST

a. Officials and employees of the University, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.

b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

14. REMEDIES AND RIGHTS

a. No provision in the contract shall be construed, expressly or implied, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim by the University of the contractor's default or breach of contract.
b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the University of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the University.

15. CANCELLATION OF CONTRACT

a. In the event of material breach of the contractual obligations by the contractor, the University may cancel the contract. At its sole discretion, the University may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the University, within 10 working days from notification, a written plan detailing how the contractor intends to cure the breach.
b. If the contractor fails to cure the breach or if circumstances demand immediate action, the University will issue a notice of cancellation terminating the contract immediately.
c. If the University cancels the contract for breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the University deems appropriate and charge the contractor for any additional costs incurred thereby.
d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the University for any period in which funds have not been appropriated, and the University shall not be liable for any costs associated with termination caused by lack of appropriations.

16. COMMUNICATIONS AND NOTICES

Any notice to the offeror/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, posted to the University's website, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the offeror/contractor.

17. BANKRUPTCY OR INSOLVENCY

a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Purchasing Department immediately.
b. Upon learning of any such actions, the Purchasing Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

18. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the University, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

19. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
b. The identification of a person designated to handle affirmative action;
c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
d. The exclusion of discrimination from all collective bargaining agreements; and
e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the University until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

20. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

21. EMERGENCIES

In the event a catastrophic situation occurs at the University, the University may request the contractor's assistance with the emergency procurement or transportation of equipment, supplies, and/or services.

22. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 08/27/2019